

Services Division
European Satellite Committee

Meeting of 4 June 1958

25X1A9a

25X1A9a

Present: [REDACTED] S/COM; [REDACTED] S/CST; [REDACTED] S/TR; [REDACTED] A/E; [REDACTED] I/MS; [REDACTED] M/NF; [REDACTED] M/FP; [REDACTED] M/Ag; [REDACTED] A/PC; [REDACTED] M/FM;

25X1X1

25X1A9a

Mr. [REDACTED] St/PR, talked to the Committee on the mechanical aspects of ERA program planning procedures, citing examples from the fiscal-year 1959 research program.

The initial step in program planning is the calculation of manpower resources. The branch chief in consultation with the division chief estimates the number of analysts that will be in the branch for the coming fiscal year. Approximately 2,000 man-hours are estimated for each analyst for the fiscal year, and by multiplying by the number of analysts, the total number of man-hours is arrived at. These man-hours are then allocated among the various research activities by the use of percentages derived from past experience. The averages for ERA are as follows: 37 percent for project research, 8 percent for consultation and support, 27 percent for intelligence maintenance, 5 percent for training, 7 percent for administration, 11 percent for leave, and 5 percent for miscellaneous.

The next step in planning is for the division and branch chief to determine how the man-hours allocated to research projects will be spent. Three things are immediately considered: the anticipated NIE's, the NIS program, and recurring support projects. After the man-hours are estimated for these fixed commitments, a reserve is set aside for unforeseen requests, and the remaining project hours are available for branch-initiated projects. With the due-dates on the NIE's and NIS's in mind, the branch chief can draw up a tentative calendar showing when the analyst will be working on these fixed commitments. Research hours may be free in some months for branch-initiated projects. With this calendar, the branch chief can work out the due-dates on branch-initiated projects.

The research program has flexibility because mechanisms have been set up to permit changes in due-dates and scope of projects when warranted. For example, if an analyst is requested to contribute to an unanticipated NIE and this would interfere with the completion of a scheduled branch project, an extension in due date may be obtained from the Office of Chief/E.

He also pointed out that the time sheets which are forwarded weekly by the analyst are tabulated by IBM machines, and as a result of these tabulations, a number of statistics are available.

~~SECRET~~

25X1A9a

Mr. [REDACTED] explained that indefinite and exploratory projects are handled differently from the ordinary branch-initiated projects. When the exploratory research is being done in a field and it is not known whether the results will warrant publication, it is more realistic in the beginning to set up the project as an exploratory project with an indefinite due-date.

He quoted some summary statistics on the Eusats: Tentative EIC data indicate that approximately 60 percent of all professionals in U.S. agencies (and professionals under contract to them) who work on economic intelligence research in the European Satellite area are furnished by ERA. Of the total programmed research hours in ERA for the FY 59 program, 22 percent is on the European Satellites. The balance is accounted for as follows: 43 percent on the USSR, 16 percent on China, and 19 percent on the Sino-Soviet Bloc. The major part of the research program on the European Satellites is allocated to the production of NIE's. A substantial part of the research program is concerned with the production of NIS contributions. [REDACTED] then mentioned the titles of the research projects scheduled for FY 1959 on the European Satellites. 25X1A9a

25X1A9a

On 11 June, Dr. [REDACTED] Chief, ERA, will speak to the Committee on The Economic Intelligence Research Function and the Place of the European Satellites. The meeting will be held at 1330 in the Situation Room, Q Building.

[REDACTED]

Secretary

25X1A9a

~~SECRET~~